

AMENDED
New
Location

MONTAGUE PUBLIC LIBRARIES TRUSTEES MEETING AGENDA

Monday, July 24th, 2023 at 6:00PM

**Town Hall Annex
1 Avenue A
Turners Falls, MA 01376**

1. Call to order
2. Public Comment Period: Please limit comments to two minutes
3. Update from: Building Committee
4. Vote to approve hiring of Barbara Friedman to consult on Montague's Massachusetts Public Library Construction Program (MPLCP) application
5. Presentation by Barbara Friedman and questions
6. Discussion of next steps for MPLCP application
7. Discussion of development of an ad hoc fundraising subcommittee
8. Approval of minutes from 5 /22/23
9. Director's update—See attached report
10. Children's Department update: See programming report, at bottom of director's report
11. Update from: Strategic Planning Committee—select date for next meeting
12. Update from: Personnel Committee
13. Update from: Budget Committee
14. Corresponding Secretary's report
15. Update from: Friends of the Library
16. Election of officers
17. Committee assignments
18. Items not anticipated within 48 hours of meeting. Votes may be taken
19. Next meeting date, agenda suggestions
20. Adjourn

June Report

1. After a site visit two weeks ago, the Friends' membership application with the Food Bank of Western Mass has officially been approved! And not a moment too soon, we've been having a hard time keeping food on the shelves, which I attribute to pandemic-era SNAP benefits being cut.
Abbey and I will complete training with the Food Bank in the next few weeks and then we should be up and running.
2. Because of the advocacy of Montague Center residents, the Old Town Hall roof repair and window replacement projects have been selected to receive ARPA funding. The CIC included the two projects on their short list of recommended projects and the Selectboard approved the work last Tuesday. I'll work with Walter and the Building Committee to coordinate the construction. Walter is going to hire an architect to work on the windows, due to their age and size. The sills will need to be replaced and the lead paint on and around them will need to be abated. A huge thanks to everyone who advocated for this work!
3. In other building news, Walter and I reached out to several library consultants to assist with the MPLCP library building program. He and Tricia met with Barbara Friedman, the former director of the Erving Public Library who is now consulting, and had a productive tour of the Carnegie (I was at a training at UMass). The Building Committee will meet on 6/28 to discuss our options. I also met with Karen Traub, a Library Commissioner with the MBLC. She thinks we've got an excellent shot at being funded by the construction program and gave me some good suggestions for fun fundraising opportunities as well as recommendations for recently-completed library building projects to visit.
4. To prepare for the Carnegie Library's extended hours, I've hired Easton Smith for a part-time 13-hour/week position. Easton has been a substitute library assistant for a year. He speaks Spanish, is a freelance writer, and—most importantly—has proved himself to be a patient, customer service-oriented staff member.
5. Nancy and I conducted interviews for a 6-hour/week Saturday position last week and have selected longtime volunteer Fallon Paxton for the position. Danielle Whiteman was also interviewed and was offered a substitute library assistant position. These appointments will be approved by the Selectboard on 6/26.
6. Additionally, I had a new hours sign for the Carnegie exterior printed, purchased a sandwich-board open sign, as our flag has a habit of flying away on windy days, and printed glossy postcards with library hours, mission, and website listed on them.
7. Thanks to Angela's excellent application, the ALA has awarded the Montague Libraries a Great Stories Club: Imagining Tomorrow grant. The grant will provide the libraries with a bunch of titles that tackle the tough issues that teens may face which will form the basis of a book club that

MPL is co-hosting with the Brick House teen center. (We're keeping the grant award on the down low for now, per the request of ALA, which will officially be publicizing the grant recipients in July)

Angela and Makayla also just started offering a Teen Zine Club at the Brick House. Teen programming is difficult in a library system with no dedicated teen area. I'm glad that Angela has been able to overcome this barrier through good partnerships and collaboration.

8. Despite a couple of weather snags, programs at Montague Center have been well attended. The last concert of the three-part series featured Little House Blues and was standing-room only. Kate is planning on facilitating another branch clean-up day on Saturday, July 15th. Please join us, if you're able. Too, I've been approached by two different music acts asking if they could play at Montague Center. A second series is tentatively scheduled for fall.
9. We're piloting a collection of Playaway Launchpads at the Carnegie Library. These tablets come pre-loaded with educational games. We have 9 for children and 4 for teens/adults. If they circulate well, I'll purchase collections for MF and MC as well. Kathleen is currently getting these into the catalog, so we'll have more details about circulation rules, etc, next week. I also just purchased a large selection of e-books and e-audio books for Montague's Automatically Yours collection, which means that our patrons won't have to wait weeks to read this summer's most popular titles on their e-readers.
10. Finally, we'll kick off summer reading this coming Tuesday, the 27th at 11:00AM. The event will likely take place inside the Carnegie, due to forecasted rain. This summer's reading theme is "find your voice." Summer reading is just for the kiddos and teens this year as I didn't have very good participation from adults last year.

July Report

1. The Carnegie Library's new hours (M-W 10-7, Th-Sa 10-5) went into effect on July 1st. Patrons have been very enthusiastic about the morning hours and staff have reported a lot of positive feedback. For the last few weeks, our visitor numbers have been off the charts due to Greenfield Library's temporary closure. I look forward to seeing what our numbers look like after they normalize again.
2. We finished out the fiscal year with a budget surplus of \$6,219.00, or 1.3%. This was largely due to our CW MARS consortium costs coming in at almost \$3k less than anticipated, collaborative programming efforts decreasing program costs, and a lack of space disallowing the purchase of additional Library of Things items. Thanks to the surplus, I was also able to use regular budget funds to cover the costs of our four new computers. As such \$3,740.00 was returned to our State Aid line, which currently stands at \$84,793.56
3. Falls Fest, scheduled for Saturday, October 21, is still in-process and will be supported by \$12,000 in ARPA funds allocated by the Selectboard. I'll learn in September if the Mass Cultural Council Festival Grant I submitted to support this event is approved or not.
4. The libraries fared moderately well during recent rain storms. I gave kudos to the DPW as the new driveway at the Carnegie successfully diverted water away from the building as it was designed to. Some water did infiltrate through the handicap ramp, which is a recurring issue, but otherwise the building was unscathed. Montague Center had no leaks at all. Unfortunately, the Millers Branch did take in water to the extent that the chest freezer tripped and shut down, spoiling all the meat that MCSM had stored there for the food pantry. The DPW's maintenance staff alerted me to the issue, cleaned out the half-thawed meat, and placed the freezer on pallets, so such a problem will not happen again.
5. Staff evaluations will be completed by 7/21 and have gone well so far. I've said it before and will keep saying it: we're extremely lucky to have such high-quality, service-driven staff.
6. Chris Sawyer-Laucanno, who is a member of the historic commission, is working with Walter to put together bid specs for the ARPA-funded projects at Montague Center---the roof and windows---as well as the masonry repair project that was approved by town meeting last summer. I've given him all the information I have about work completed over the last few years at that library and expect the projects to go out to bid sooner than later.

June program stats are below

June Programming Stats

Dates	Program Title	Program Location	Number of Participants	Intended Audience
WEEK 1				
1-Jun	Playgroup	Live In-Person On-Site (MC)	10	ages 4-6
1-Jun	Teen Zine Club @ Brick House	Live In-Person Off-Site	2	YA
3-Jun	Saturday Story Time	Live In-Person On-Site (TF)	no story time today (Makayla conflict)	ages 0-5
WEEK 2				
7-Jun	Story Time	Live In-Person On-Site (MC)	no story time today (Angela vacation)	ages 0-5
7-Jun	MC Concert Series	Live In-Person On-Site (MC)	26	General Audience
8-Jun	Playgroup	Live In-Person On-Site (TF)	11	ages 0-5
8-Jun	Lemonade Social	Live In-Person On-Site (MF)	8	General Audience
8-Jun	Teen Zine Club @ Brick House	Live In-Person Off-Site	4	YA
9-Jun	Gill Elementary Outreach	Live In-Person Off-Site	105	ages 6-11
10-Jun	Saturday Story Time	Live In-Person On-Site (TF)	10	ages 0-5
WEEK 3				
14-Jun	Story Time	Live In-Person On-Site (MC)	9	ages 0-5
14-Jun	MC Concert Series	Live In-Person On-Site (MC)	51	General Audience
15-Jun	Playgroup	Live In-Person On-Site (TF)	10	ages 0-5
15-Jun	Teen Zine Club @ Brick House	Live In-Person Off-Site	2	YA
17-Jun	Story-Time	Live In-Person On-Site (TF)	0	ages 0-5

all week	Hillcrest & Sheffield Elementary	Live In-Person Off-Site	211	ages 6-11
WEEK 4				
21-Jun	Story Time	Live In-Person On-Site (MC)	15	ages 0-5
21-Jun	LEGOS	Live In-Person On-Site (TF)	9	ages 6-11
21-Jun	MC Author Series	Live In-Person On-Site (MC)	41	General Audience
22-Jun	Playgroup	Live In-Person On-Site (TF)	10	ages 0-5
22-Jun	Teen Zine Club @ Carnegie	Live In-Person On-Site (TF)	0	YA
22-Jun	MC Book Group	Live In-Person On-Site (MC)	7	Adult
23-Jun	Youth Advisory Committee	Live In-Person On-Site (TF)	3	YA
WEEK 5				
27-Jun	Summer Reading Kick-Off	Live In-Person On-Site (TF)	52	General Audience
27-Jun	Game Day	Live In-Person On-Site (TF)	8	General Audience
28-Jun	Story Time	Live In-Person On-Site (MC)	12	ages 0-5
28-Jun	LEGOS	Live In-Person On-Site (TF)	27	ages 6-11
29-Jun	Playgroup	Live In-Person On-Site (MC)	16	ages 0-5
	Grab & Go Craft	Live In-Person (All 3)	73	ages 6-11
	Grab & Go Science	Live In-Person (All 3)	68	ages 6-11
All Month	Rainbow Unicorn Scavenger Riddle	Live In-Person On-Site (TF)	41	ages 6-11
All Month	Rainbow Unicorn Scavenger Riddle	Live In-Person On-Site (MC)	12	ages 6-11
			TOTAL:	
			800	